

**ATTENTION:**  
**Lansing City Offices - Hours of Operation**  
*( Effective July 1, 2012 - June 30, 2013 )*

**Lansing City Offices will be open to the public Monday through Friday, except for recognized holidays and the days between the observed holidays for Christmas and New Years, and except as otherwise indicated.**

Except as otherwise indicated, Lansing City Offices will be closed as follows:

<b>4th of July/Independence Day</b>	<b>Wednesday, July 4th 2012</b>
<b>Labor Day</b>	<b>Monday, September 3, 2012</b>
<b>Veteran's Day</b>	<b>Monday, November 12, 2012</b>
<b>Thanksgiving Day &amp; Friday</b>	<b>Thursday, November 22 and Friday November 23, 2012</b>
<b>Christmas Eve through New Year's day</b>	<b>Monday, December 24, 2012 through Tuesday, January 1, 2013</b>
<b>Martin Luther King Jr. Day</b>	<b>Monday, January 21, 2013</b>
<b>Good Friday</b>	<b>Friday, March 29, 2013</b>
<b>Memorial Day</b>	<b>Monday, May 27, 2013</b>



Virg Bernero, Mayor

**Specific Hours of Operation and Exceptions are as follows:**

	From	Through	Open	Close	Exceptions
<b>CITY HALL</b>					
<b>54-A District Court</b>	<b>Monday</b>	<b>Friday</b>	<b>8:00 AM</b>	<b>5:00 PM</b>	<b>Court Hours Effective as of September 4th</b>
<b>City Assessor</b>	<b>Monday</b>	<b>Thursday</b>	<b>8:00 AM</b>	<b>5:00 PM</b>	<b>Closed Friday</b>
<b>City Attorney</b>	<b>Monday</b>	<b>Thurs/Friday</b>	<b>8:00 AM</b>	<b>5:00 PM</b>	<b>Closed every other Friday</b>
<b>City Clerk</b>	<b>Monday</b>	<b>Friday</b>	<b>8:00 AM</b>	<b>5:00 PM</b>	
<b>City Council</b>	<b>Monday</b>	<b>Friday</b>	<b>8:00 AM</b>	<b>5:00 PM</b>	
<b>City Treasurer &amp; Income Tax</b>	<b>Monday</b>	<b>Thursday</b>	<b>8:00 AM</b>	<b>4:30 PM</b>	<b>**Will be open on Friday 8/31 ONLY for on-time</b>
<b>Finance Operations - Accounting</b>	<b>Monday</b>	<b>Thursday</b>	<b>8:00 AM</b>	<b>5:00 PM</b>	<b>Closed Fridays</b>
<b>Finance Operations - Purchasing</b>	<b>Monday</b>	<b>Thurs/Fri</b>	<b>8:00 AM</b>	<b>5:00 PM</b>	<b>Closed every other Friday</b>
<b>Human Relations &amp; Community Services</b>	<b>Monday</b>	<b>Thurs/Fri</b>	<b>8:00 AM</b>	<b>5:00 PM</b>	<b>Closed every other Friday</b>
<b>Human Resources/Payroll Department</b>	<b>Monday</b>	<b>Thurs/Fri</b>	<b>8:00 AM</b>	<b>5:00 PM</b>	<b>Closed every other Friday</b>
<b>Mayor's Office</b>	<b>Monday</b>	<b>Friday</b>	<b>8:00 AM</b>	<b>5:00 PM</b>	
<b>Parks - Administration - Foster Community Center</b>	<b>Monday</b>	<b>Friday</b>	<b>8:00 AM</b>	<b>5:00 PM</b>	
<b>Police Department - Administration</b>	<b>Monday</b>	<b>Friday</b>	<b>7:30 AM</b>	<b>4:30 PM</b>	
<b>Police Department - Central Records</b>	<b>Monday</b>	<b>Thursday</b>	<b>8:00 AM</b>	<b>4:00 PM</b>	<b>Open Fridays for staff only</b>
<b>Public Service Administration, Permits and</b>	<b>Monday</b>	<b>Thurs/Friday</b>	<b>7:30 AM</b>	<b>4:00 PM</b>	<b>Closed every other Friday</b>
<b>Public Service- Fleet Services - Central Garage</b>	<b>Monday</b>	<b>Friday</b>	<b>7:30 AM</b>	<b>3:30 PM</b>	<b>Emergency Response 24 hours</b>
<b>Public Service- Fleet Services - Service Garage</b>	<b>Monday</b>	<b>Thursday</b>	<b>6:00 AM</b>	<b>4:00 PM</b>	<b>Emergency Response 24 hours</b>

OFF-SITE DEPARTMENTS: PUBLIC HOURS	
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	From	Through	Open	Close	Exceptions
<b>LEAP/Lansing Economic Development Corp</b>	<b>Monday</b>	<b>Friday</b>	<b>8:00 AM</b>	<b>5:00 PM</b>	
<b>Downtown Lansing Inc</b>	<b>Monday</b>	<b>Friday</b>	<b>8:00 AM</b>	<b>5:00 PM</b>	<a href="http://www.downtownlansing.org">www.downtownlansing.org</a>
<b>Fire Department - Administration</b>	<b>Monday</b>	<b>Friday</b>	<b>8:00 AM</b>	<b>5:00 PM</b>	
<b>Parks Department - Cemetary Office</b>	<b>Monday</b>	<b>Friday*</b>	<b>8:00 AM</b>	<b>4:00 PM</b>	<b>Fridays: 8:00 AM - 12:00 PM</b>
<b>Parks Department - Community Centers</b>	<b>Monday</b>	<b>Friday</b>	<b>varies*</b>		
<b>Parks Department - Lifetime Sports</b>	<b>Monday</b>	<b>Friday</b>	<b>8:00 AM</b>	<b>5:00 PM</b>	
<b>PND - Building Safety Office/ Code Compliance</b>	<b>Monday</b>	<b>Friday *</b>	<b>8:00 AM</b>	<b>5:00 PM</b>	<b>* Open Friday 8:00 AM to 12:00 PM (Noon)</b>
<b>PND - Development Office, Administration</b>	<b>Monday</b>	<b>Friday *</b>	<b>8:00 AM</b>	<b>5:00 PM</b>	<b>* Open Friday 8:00 AM to 12:00 PM (Noon)</b>
<b>PND - Parking Office</b>	<b>Monday</b>	<b>Friday</b>	<b>8:00 AM</b>	<b>4:30 PM</b>	
<b>PND - Planning Office</b>	<b>Monday</b>	<b>Friday *</b>	<b>8:00 AM</b>	<b>5:00 PM</b>	<b>* Open Friday 8:00 AM to 12:00 PM (Noon)</b>
<b>Public Service Department - Operations &amp;</b>	<b>Monday</b>	<b>Thursday</b>	<b>7:30 AM</b>	<b>4:00 PM</b>	<b>Friday Phone Service 7:30 AM - 4:00 PM.</b>
<b>Capital Area Recycling and Trash</b>	<b>Monday</b>	<b>Thursday</b>	<b>8:00 AM</b>	<b>4:00 PM</b>	<b>Closed Fridays</b>
<b>Public Service Department - Waste Water Treatment Plant</b>	<b>Monday</b>	<b>Thursday</b>	<b>8:00 AM</b>	<b>4:00 PM</b>	<b>Emergency Response 24 hrs</b>

BUILDING MAINTENANCE/INFORMATION TECHNOLOGY SERVICES	
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	From	Through	Open	Close	Exceptions
<b>Information Technology</b>	<b>Monday</b>	<b>Friday</b>	<b>8:00 AM</b>	<b>5:00 PM</b>	
<b>Building Maintenance Services City Hall</b>	<b>Monday</b>	<b>Friday</b>	<b>6:30 AM</b>	<b>11:00 PM</b>	
<b>Building Services - City Hall</b>	<b>Monday</b>	<b>Thursday</b>	<b>7:00 AM</b>	<b>4:30 PM</b>	<b>Closed Every Friday</b>

**\*Community Center Hours are:**

**June through August - Monday and Friday, 8:30 a.m. to 5 p.m.; Tuesday - Thursday, 8:30 a.m. to 9 p.m., closed Sat. and Sun.**

**September - Monday through Thursday, 8:30 a.m. to 9 p.m.; Friday, 8:30 a.m. to 5 p.m., closed Saturday and Sunday**

**October through May - Monday through Friday, 8:30 a.m. to 9 p.m.; Saturday, 8:30 a.m. to 5 p.m.; closed Sunday**